



U.S. Department of Justice
Federal Prison System

United States Penitentiary
Leavenworth, Kansas 66048

Number : LVN-5267.07
Date : July 29, 2003
Subject: Visiting
Regulations

Institution Supplement

1. **PURPOSE AND SCOPE:** The purpose of this supplement is to establish procedures for inmate visiting at the United States Penitentiary (USP) and Federal Prison Camp (FPC), Leavenworth, Kansas.
2. **PROGRAM OBJECTIVES:** To ensure wholesome and meaningful visits are provided to inmates and their relatives, friends, or others in the community, yet maintain the security and orderly operation of the institution. Any visit, which in the opinion of the Warden or his designee, interferes with the security and orderly operation of the institution, may be denied.
3. **DIRECTIVES AFFECTED:**
 - A. Directives Rescinded:

Institutional Supplement LVN-5267.07, Visiting Regulations (06/18/2003)
 - B. Directives Referenced:

Program Statement 1490.06, Victim and Witness Notification Program (05/23/2002)

Program Statement 5180.04, Central Inmate Monitoring System (08/16/1996)

Program Statement 5267.07, Visiting Regulations (04/14/2003)

Program Statement 5270.07, Inmate Discipline and Special Housing Units (12/29/1987)

Program Statement 5510.09, Searching, Detaining or Arresting Persons Other than Inmates (03/06/1998)
4. **EFFECTIVE DATE:** Upon issuance.
5. **ACA STANDARDS REFERENCED:** Adult Correctional Institutions, 3rd

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Edition: 3-4149, 3-4255, 3-4440, 3-4441, 3-4441-1, 3-4442, 3-4445 and 3-4446

6. **PRETRIAL/HOLDOVER/DETAINEE PROCEDURES:** The procedures specified in this Institution Supplement apply to all inmates housed in USP Leavenworth and FPC Leavenworth.
7. **VICTIM/WITNESS CASES:** Refer to the Program Statement on Victim and Witness Notification for procedures when a Victim/Witness Program (VWP) inmate requests to place a victim or witness on his or her visiting list.
8. **WITSEC INMATE:** Refer to the Central Inmate Monitoring System Operations Manual (**Limited Official Use**) for procedures when an inmate in the Witness Security Program (WITSEC) requests to place an individual on his or her visiting list.
9. **PROCEDURES:**
 - A. **LOCATION OF THE INSTITUTION:** The United States Penitentiary and Federal Prison Camp, Leavenworth, Kansas, are located at 1300 Metropolitan Avenue in Leavenworth, Kansas. Both USP and FPC Leavenworth are easily accessible from the metropolitan Kansas City area. Visitors may wish to take I-29 north to the Platte City exit. After taking the exit, turn left and follow the road all the way through Platte City. After crossing the Platte River bridge, a sign will direct the visitor to the Leavenworth turn-off, which is HWY 92. USP and FPC Leavenworth are approximately 12 miles west of Platte City on HWY 92. Signs will be posted near both institutions regarding visitor parking.
 - B. **VISITING SCHEDULE:** The following limitations on visiting are necessary to maintain a balance between institution security and the purpose of visits. Visits must be supervised to prevent the introduction or passage of contraband, to prevent the planning or continuation of criminal activities and to maintain the security of the institution.
 1. **United States Penitentiary:** Because of the physical limitations of the Visiting Room and to ensure equal opportunity for all inmates to have visits, a limitation is placed upon the number of visiting hours an inmate can receive each month. Visiting hours are 8:00 am to 3:00 pm, five days a week. Excluding Holidays, the Visiting Room will be closed each Wednesday and Thursday. Visiting hours are from 8:00 am to 3:00

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pm, Friday through Tuesday. All visitor processing will end one (1) hour before the end of the visiting session.

2. Federal Prison Camp: Local Visitors are permitted to visit each Tuesday through Friday evening between the hours of 5:30 pm to 9:00 pm. Whereas out of town, visitors are permitted to visit from 12:00 noon to 3:00 pm on Saturday; 5:30 pm to 9:00 pm on Saturday evening and 8:30 am to 3:00 pm on Sunday. There is no limitation on the number of visits the inmate is authorized as long as the geographical requirement is satisfied. All visitor processing will end one (1) hour before the end of the visiting session.

Visiting hours during regular, recognized federal holidays will be posted 48 hours prior to the federal holiday.

Requests for additional visiting privileges must be approved in advance by the Camp Administrator or Camp Unit Manager. Unforeseen situations will be referred to a unit staff member or to the Staff Duty Officer.

- C. **FREQUENCY OF VISITS:** Social and special visits (legal or religious) for each inmate will be in accordance with the institution visiting hours and days. In regard to weekend visits, some or all inmates and visitors may be limited to visiting on Saturday or on Sunday but not on both days, in order to accommodate the volume of visitors. However, more frequent visitors are subject to early termination should the visiting areas become overcrowded. Exception may be made when indicated by special circumstances, such as distance the visitor must travel, frequency of the visits or health problems of the inmate or visitor. Such arrangements for other suitable hours or days must have a written approval by the Warden, Captain, and the availability of staff to supervise the inmate.

The visiting point system permits twenty four (24) hours of visiting time per month. Each inmate will be allotted twenty-four (24) points per month which may be used as follows:

- Weekdays, Weekends and Holidays - one (1) hour of visiting time equals one (1) point.
- Points do not carry over from one month to another. Each inmate will begin each month with twenty-four (24) points, no

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exceptions.

- Any portion of the first hour of visiting or any portion of subsequent hours of visiting will be charged as a full hour of visiting time.

- **D. NUMBER OF VISITORS:** The maximum number of individuals allowed on a visiting list is twenty (20), ten of which may be friends. Friends must have had an established relationship with the inmate prior to incarceration. Any exceptions require the Warden's approval.

The number of persons allowed, and seats used, while visiting one (1) inmate will be limited to three (3) adults, excluding minor children. Visitors are prohibited to visit no more than one inmate at any one time, regardless of the relationship to the inmate. However, when extenuating circumstances develop they are reviewed on a case by case basis by the Associate Warden (P) and Associate Warden (C) for approval. Children are not necessarily guaranteed seating depending on the overcrowding of the Visiting Room.

1. United States Penitentiary: The Visiting Room Officers will monitor the maximum amount of visitors (35 maximum capacity) allowed in the Visiting Room at all times to ensure consistent safety compliance. If it becomes necessary to open the downstairs Visiting Room, due to overcrowding, the Operations Lieutenant will assign another Officer to supervise the area. Maximum occupancy in the Visiting Room is thirty-five (35) upstairs and thirty-five (35) downstairs.

2. Federal Prison Camp: The Visiting Room Officers will monitor the maximum amount of visitors (125 maximum capacity) allowed in the Visiting Room at all times to ensure consistent safety compliance. The maximum number of visitors allowed in the outside visiting area is one hundred seventy-five (175).

The Visiting Room #1 Officer will be responsible to record the following information in the **Visiting Room Log** for each inmate entering the visiting room: visitor's name; number of visitors; time of arrival; inmate's name, register number, unit and time in and out of the visiting room.

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Split Visits: Should more than three (3) authorized visitors arrive at the same time, a split visit may be arranged. A split visit is defined as a visit where one or more of these visitors leave the Visiting Room to be replaced by other authorized visitors. Those visitors departing the Visiting Room must leave the institution. On split visits, only one (1) interchange of visitors will be permitted(i.e.: individuals leaving the Visiting Room to permit other members of the party to visit may not subsequently return for further visiting the same day).

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Overcrowding: Visiting may be terminated because of an emergency, improper conduct on the part of an inmate or his visitor(s) or when the visiting areas become overcrowded. Should it become necessary to terminate visiting because of overcrowding, the Operations Lieutenant and Duty Officer will be notified. The Duty Officer will make the final decision. At that time, a two (2) hour maximum visiting time limit will go into effect. The officers will apply this action first to those who reside within a seventy-five (75) mile radius of USP Leavenworth, in the order they began their visits - those who began their visit first will be the first visits terminated. If the condition still exists, those who have visited most frequently and for the longest period will be terminated or curtailed next.

E. IDENTIFICATION OF VISITORS: Visitors over the age of sixteen (16) must have valid proof of their identity with them such as a drivers license, state issued identification card, INS card, military identification or passport. Any form of unofficial photo identification (credit cards, store cards, school identification, birth certificates, Social Security card, bank cards, etc.) is an **invalid** form of identification. **If a visitor does not present a current identification with a photograph, they will not be authorized to visit.** (Foreign drivers licenses are considered valid proof of identification.) Children under the age of 16 may not visit unless accompanied by a responsible adult. Children shall be kept under supervision of a responsible adult or children's program. **Exceptions in unusual circumstances may be made by special approval of the Warden. In unusual circumstances, the IDO will contact the ADO, who will gain approval/disapproval from the Warden to allow entry into the institution.**

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- F. APPROVED VISITORS:** Visits are permitted to those individuals on the inmate's approved visiting list as authorized by the inmate's Unit Team. It is the responsibility of the inmate to advise his friends and family not to visit prior to the inmate receiving notification from the Unit Team that they have been authorized as visitors. Each inmate will be authorized no more than twenty (20) visitors on their visiting list. This includes children. Except for immediate family, visitors will not ordinarily be placed on more than one inmate's approved visiting list. Any visitor placed on the approved visiting list must have known the inmate prior to incarceration. Any exception to this must be approved by the Warden. An inmate requesting a visitor with whom he has no pre-existing relationship, must submit a detailed written request to the Warden through his Unit Team explaining the reason for this visitor's approval.

In the event an inmate should receive a visit prior to an approved list being initiated, unit staff will make the decision of approval/disapproval and in the absence of unit staff, the Duty Officer will be the deciding authority. This approval should be limited to immediate family members only and will be documented in writing by the Duty Officer.

Holdovers and New Commitments: When an approved visiting list is not available, visits for new commitments (A&O) and inmates in holdover status may be authorized by the Operations Lieutenant or the Duty Officer. These visits will be limited to members of the immediate family and can be extracted from the inmate's Pre sentence Report. These persons include father, mother, stepparents, foster parents, brother and sister, spouse, and children.

Such visitors as grandparents, uncles, aunts, nephews, nieces, in-laws, and cousins are **not considered** as immediate family and will be **denied** a visit if they are not on the inmate's approved visiting list. The only exception is a written approval from the Captain or Institution Duty Officer (IDO).

- G. VISITS TO INMATES NOT IN GENERAL POPULATION:** Visits for inmates in Administrative Detention, Disciplinary Segregation, or Medical Isolation will be conducted in accordance with national policy, Program Statement 5270.07, Inmate Discipline and Special Housing Units, dated 10/11/2000 and Program Statement 5267.07,

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Visiting Regulations, dated 04/14/2003.

Special Housing Units: Visiting privileges ordinarily will not be denied because of violation of institution regulations, unless restricted visiting is a formal sanction imposed through formal discipline proceedings. However, inmates in the Special Housing Unit may have their visits denied or restricted if in the opinion of the Warden, or his designee, the visit interferes with the security and orderly operation of the institution, is a threat to other inmates, visitors or staff, or causes disruption inside the Visiting Room. Due to security issues, the processing of a potential visitor wishing to visit a SHU inmate will be denied after 2:00 p.m. The only exception will be by written approval from the Captain.

Hospital Patients: If a determination is made that a visit is to be held in the Institution Hospital, such visits will be subject to availability of staff to supervise the visit and will be approved in writing by the Warden. The visit will be limited to one (1) hour. The Health Services Administrator (HSA) is authorized to restrict visits if the inmate is suffering from an infectious disease, is in a psychotic or emotional episode which makes a visit inadvisable, or is otherwise not in a condition to see visitors. When the HSA recommends against a visit for medical or psychiatric reasons, the situation will be carefully and sensitively interpreted to the proposed visitor by the HSA or the Institution Duty Officer. The HSA or Institution Duty Officer will prepare a memorandum for the inmate's Central File through the Unit Manager, outlining the circumstances under which the visit was denied.

Local Hospital: Authorized visits to inmates hospitalized in the community will have written approval of the Warden and be restricted to members of the immediate family and are subject to the visiting policy of the community hospital and those procedures as outlined in the "Hospital Escort" Post Orders.

Prior to any outside hospital visits, authorization will be made from the inmates unit team through the Captain, to the Warden for approval.

- H. **PREPARATION OF THE LIST OF VISITORS:** Each new inmate will be provided information concerning the local visiting guidelines within twenty-four (24) hours after their arrival, during their Unit Orientation. The Unit Team, ordinarily the Counselor, will

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be responsible for the timely completion of each inmate's visiting list. All pertinent visiting data and information will be entered into the computerized Access Control Entry/Exit System in order to ensure each approved visitor can be positively identified. A hard copy of the Visiting List will be placed on top of Section 3 in each inmate's Central File.

When no visits are requested, that information will be recorded in the visiting program and maintained in the Central File. Each inmate will be authorized no more than twenty (20) visitors on their visiting list.

Amendments to the visiting list will ordinarily be processed by the inmate's counselor. An inmate desiring a change of visitors to his official list will submit a request to his counselor with the appropriate information.

The Counselor will request information from potential visitors who are not members of the inmate's immediate family, prior to placing the potential visitors on the inmate's approved visiting list. The requested information will include a **Visitor Information and Authorization for Release (Visitor) Form BP-629.052**. Each inmate is responsible for mailing the form to all prospective visitors. The forms must be completed in their entirety, signed, and mailed directly to the Counselor by the proposed visitor prior to any further action concerning their approval to visit. The Counselor will notify the inmate in writing of any changes or adjustments to the visiting list. This is accomplished by providing the inmate a copy of the revised list. During A&O the Counselor will provide the inmate with a copy of the visiting guidelines. The inmate is responsible for notifying all visitors of the approval or disapproval to visit and is expected to provide the approved visitor with a copy of the **Visiting Regulations, (Attachment A)**. The inmate is required to sign **Attachment A**, acknowledging the receipt of the guidelines. This form will be forwarded to his respective unit team to be filed in Section 3 of his central file. **Attachment B** will be utilized for all inmates assigned to the Federal Prison Camp. If more than one visitor is approved, the inmate will request additional copies of the visiting guidelines, from his counselor, to mail to his visitors. He will receive a temporary visiting list to fill out. On this form the inmate will list his immediate family members. Inmate's respective unit team will investigate the list and make

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appropriate decisions as set forth in this institution supplement. The respective unit team is responsible for ensuring the names of approved visitors are available in the Inmate Visiting Program. If an inmate does not request to have any visitors, the information will be documented accordingly within the Inmate Visiting Program. Additionally, a hard copy will be maintained in the inmate central file and the inmate is required to sign the form.

The inmate must prove that he knew the proposed visitor prior to incarceration; this relationship must be established prior to the proposed visitor's placement on the approved visiting list. Any exception to this must be approved by the Warden as previously stipulated.

Disproving Visitors: A proposed visitor may be denied if one (1) of the following conditions exists:

1. All requested information is not submitted during the approval process.
2. Written authorization from the appropriate federal or state probation/parole board cannot be obtained in the case of a person with prior criminal convictions.
3. A pre-incarceration relationship cannot be proven by the inmate or the proposed visitor.

I. SPECIAL VISITS:

Prisoner Visitation and Support (PVS): The Prisoner Visitation and Support program will be coordinated through the Volunteer Program Coordinator. When necessary, further coordination will be provided by the Chaplain. Visits will be ordinarily arranged 15 days prior to the visit and will be conducted in the visiting room during regular visiting hours. PVS visitors are also required to read and sign a **Notification to Visitors Form BP-S224.022**, concerning the introduction of contraband. PVS visitors may generally carry paper and writing implements into the visiting room.

Non-Visiting Days: Limited visiting (nonlegal visit) may be authorized at other than normal visiting times in unusual circumstances upon recommendation of the Unit Manager and approval of the Warden or his designee.

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When this occurs, the Unit Manager will be responsible for providing the staff to process and supervise the visit.

Consulate Visits: Whenever it has been determined that an inmate is a citizen of a foreign country, the Consulate of that country will be permitted to visit on matters of legitimate business. This privilege **will not** be withheld even though the inmate may have had visits suspended through the discipline process or be confined in the Special Housing Unit. The requirement for the existence of an established relationship prior to incarceration does not apply to consular visitors.

Attorney Visits: Visits by retained and appointed attorneys and by attorneys requested by an inmate or his family in contemplation of prospective legal representation will be permitted.

Attorney visits will ordinarily take place during regular visiting hours. However, dependent upon the nature and urgency of the legal issue (i.e., court deadlines, etc.) such visits will not be limited by normal visiting procedures. Legal visits are subject to approval in advance by the Unit Team. The Unit Team will be responsible for providing adequate supervision for attorney visits during non-visiting periods. An attorney will normally make an advance appointment for a visit through the Unit Manager prior to each visit. Every effort should be made to accommodate an attorney's visit where prior notification was not practical. Prior to approving each visit, attorneys are required to identify themselves (an American Bar Association identification card is considered a standard form of identification) and confirm that they wish to visit an inmate. This may be confirmed by proper identification, showing a letter from the inmate or his family requesting the visit, or other information that would identify them as an attorney of record for the inmate they have requested to see.

The institution reserves the right to refuse admission to those who fail to comply with regulations. If there is a question about the identity of the attorney or his/her qualifications as an attorney, the matter should be referred to the Paralegal Specialist or Regional Counsel.

Visiting attorneys will be subject to a search of their person

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and belongings for the purpose of ascertaining if contraband is present. They will also be required to read and sign a **Notification to Visitors Form BP-S224.022**, concerning the introduction of contraband. Inmate/attorney visits will take place in a private conference room located within the Visiting Room. If all the rooms are in use, the visit may take place within the regular Visiting Room. Visits between attorneys and inmates will not be subject to auditory supervision. If the attorney does not wish to meet in the regular Visiting Room, he or she will be offered the opportunity to reschedule the visit when a private conference room is available. The Warden must authorize the use of tape/video recording devices by attorneys during the course of the visit. The attorney must stipulate in writing in advance of the visit that the only purpose of the recording is to facilitate the attorney/client relationship.

Any immediate grievance or concerns an attorney may have concerning his client which are deemed appropriate for response during the visit are to be referred to the Paralegal Specialist, appropriate Unit Manager, or Institution Duty Officer.

Attorneys will normally visit only one (1) inmate at a time unless prior written approval has been obtained from the Captain or the Associate Warden (C). Inmates are prohibited from bringing papers or legal material into the Visiting Room unless prior permission from the Warden or Paralegal has been obtained. In these instances, a member of the inmate's unit team is responsible for searching papers/material for contraband prior to the inmate bringing them into the Visiting Room. An attorney may be permitted to take from the institution or leave with the inmate legal documents with prior permission of the Warden or Paralegal. Ordinarily, this material is not to be read by a staff member except with the consent of the attorney and/or the inmate.

Inmates will not participate in Legal or Attorney visits against their will.

Minister of Record / Clergy Visits: An inmate may receive visits from his minister of record. However, a written request must be submitted to the Chaplain. Upon approval, unit staff will add the name and title (minister of record) to the inmate's visitor list. An inmate may only have one (1) minister of

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record on his visiting list at a time.

The addition of the minister of record will **not** count against the total number of authorized regular visitors an inmate is allowed to have on his visiting list, and will **not** count against the total number of social visits allowed.

Special clergy visits may occur if they are approved in advance by the Chaplain and Unit Manager and if they meet an inmate's specific religious needs that are unavailable at this institution, or to assist the inmate in counseling and discussion of family problems. These visits will take place within the regular Visiting Room. If the need is such that a private area is recommended by the Chaplain for the visit, then the Chaplain will arrange for the area where the visit takes place. In conjunction with the Unit Manager, the Chaplain will arrange for staff supervision of the visit. Clergy will also be required to read and sign a **Notification of Visitors Form BP-S224.022**, concerning the introduction of contraband. The requirement for the existence of an established relationship prior to incarceration does not apply to consular visitors.

Clergies are permitted to bring religious materials (Bible, pamphlets, paper, etc.) into the institution but are prohibited from leaving these materials with an inmate.

J. VIOLATIONS OF REGULATION AND/OR INTRODUCTION OF CONTRABAND:

In order to ensure that a visitor is aware of the above policy, each adult visitor, sixteen (16) years of age and older, will complete and sign a **Notification to Visitor Form BP-S224.022**, acknowledging his or her awareness and understanding of the possible penalties for violation of the visiting room regulations and/or introduction of contraband into the institution. At the completion of each visiting day, these forms will be sent to the Captain's Office, where they will remain on file for one (1) year. If a visit is terminated because of a violation of regulations, the officer identifying the violation will ordinarily prepare and submit an incident report on the inmate(s) involved. The Operations Lieutenant on duty at the time of the violation will ordinarily interview the outside visitor(s) involved and obtain a written, signed statement to be included in the investigation information on the incident report. Refusal by the visitor to cooperate in the interview and to provide the written statement will be documented and submitted to the Captain.

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If it becomes necessary to warn an inmate concerning violations of visiting regulations, the visiting room officer will document the warning in writing in a log book. This log book will remain in the Visiting Room. Inmates who violate the institution visiting regulations may be subject to disciplinary action and loss of their visiting privileges.

- K. SEARCHING OF VISITORS:** A visitor who exercises his or her option of refusal by objecting to any search, tests, or entrance procedures must leave the institution grounds. Staff will deny admission to any visitor who refuses to be screened by a metal detector or who refuses to undergo a search of personal items (i.e.: purse, coats, bags, briefcases, etc.). Visitors, who refuse any such search or procedure and elect to leave the institution, will not be permitted to return for a visit without prior approval of the Associate Warden (C).

Metal Detectors: Visitors will be required to submit to a search before entering the institution by electronic means (i.e.: walk-through and/or handheld metal detectors). Their personal effects will also be searched and what is determined unauthorized in the Visiting Room must be returned to the visitor's vehicle. It is not the institution's responsibility to store personal effects or be responsible for any missing items.

Visitors who fail the metal detector screening will not be allowed entrance into the institution. Occasionally, a visitor will be equipped with a prosthesis containing metal. In such cases, a personal search will be conducted in the restroom located in the front entrance, including a thorough examination of the prosthetic device. Visitors may also have surgically implanted pins and plates that will not clear the metal detector. The hand-held metal detector must be used in these cases, in addition to a visual examination of the body area. A visual examination requires the visitor's written consent prior to examining the body area. The Operations Lieutenant & IDO will be contacted prior to any visual search being conducted on a visitor.

Visitors requiring wheelchairs will keep their personal wheelchair. A thorough search of the wheelchair must be

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conducted prior to entering the Visiting Room.

L. CONTROLLED VISITING - DENYING VISITS:

Visiting Restrictions: Visiting may be terminated early because of an institutional emergency, inappropriate behavior on the part of an inmate or his visitor(s), or when the visiting area becomes overcrowded. Visiting may be restricted to controlled situations or more closely supervised visits when there is suspicion that a visitor is introducing or attempting to introduce contraband or when there is concern based upon sound correctional judgment about the visitor presenting a risk to the orderly operation of the institution or visiting room.

Such violations will be cause for termination of the visit and disciplinary action will be taken against the concerned inmate. Such actions may be cause for removal of a particular visitor from the inmate's approved visiting list.

Visitor Attire: Visitors will dress appropriately and avoid clothing styles that are sexually suggestive or could easily be confused with inmate clothing (i.e., khaki). A visit may be terminated in order to maintain good taste and consideration for others. Questionable attire will be referred to the Institution Duty Officer prior to denial of the visit.

Visitor Conduct: Visitors who give evidence of recent use of alcoholic beverages, drugs or narcotics, or who display inappropriate behavior will not be permitted to visit or remain on the institution grounds.

Profanity: No loud, boisterous talk, or profane language will be allowed while visitors are being processed, escorted, or during the visit inside the Visiting Room.

Visitors Children: Each inmate having a visit must assume reasonable responsibility for proper conduct during the visit, including the control of his visitor(s). Children should be controlled to the extent of consideration for other visiting groups and not be permitted to wander from the immediate area of the visit, run about the Visiting Room, or create noise that disturbs other visits. Failure to control children will result in termination of the visit. Visitors should not lay down or sleep anywhere in the visiting areas. Children under the age of

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sixteen (16) years old may not visit unless accompanied by a responsible adult.

Exceptions in unusual circumstances may be made through special approval by the Warden.

- M. RECORDS:** All visiting records will be forwarded to the Captain's Office at the close of each visiting period, where they must be maintained for review purposes.

Front Entrance Officer: When an inmate receives a visit, the Front Entrance Officer will identify the visitor, have him or her sign the visiting log, and fill out a **Notification to Visitor Form BP-S224.022**. The officer will ensure the visitor is on the inmate's approved visitation list. The officer will ensure the visitor and his or her personal effects are thoroughly searched and his or her hand is stamped appropriately. All visitors will be photographed and the identification maintained on file.

Visiting Room Officer: The Visiting Room #1 Officer/Camp #3 Officer will positively identify the visitor(s), and log the date, visitor's name, and time the visitor(s) arrive in the Visiting Room. The time of their departure from the Visiting Room will also be logged. The Visiting Room #/Camp #3 Officer will also be responsible for logging in the time the inmate enters and leaves the Visiting Room.

The Front Entrance Officer/Camp #3 Officer will ensure all visitors are accurately loaded into the Access Control Entry/Exit Computer System, maintaining an accurate count of visitors and inmates in the Visiting Rooms at all times. The Visitor Sign-in Log will be a bound ledger and the assigned officers will ensure it is completed properly and maintained on the post.

- N. SUPERVISION:** It is the responsibility of all Visiting Room Officers to ensure the visiting room regulations are followed as outlined in this supplement and that visits are conducted in a quiet, orderly, and dignified manner. Direct observation of visits is not required at all times, but officers will constantly observe the general visiting areas. Inspections should determine that visits are being conducted in an acceptable manner.

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At no time will the Visiting Room Officer be allowed to accept articles or gifts of any kind from an inmate or visitor. No items will be given to visitors by an inmate without the prior written approval as noted in this supplement.

The Visiting Room Officers should be aware of any article(s) passed between the inmate and his visitor. If there is substantial basis to conclude that materials are being passed which constitute contraband, or are otherwise in violation of the law or regulations, the Visiting Room staff may examine the materials. The Operations Lieutenant will be consulted in questionable cases.

Visual/Strip: At the USP, a pat search of each inmate is required prior to the inmate being allowed to visit. A visual/strip search will be conducted on every inmate returning from a visit in the USP. Additionally, every inmate will be screened with a handheld metal detector during the visual/strip search. All searches will be conducted in private, out of the sight of visitors and other inmates. Camp inmates will be pat searched, with visual/strip searches being conducted on a random basis.

Restroom: Restroom facilities for visitors are located inside the Visiting Room. Inmates, only under the direct visual supervision of Visiting Room staff, will be authorized to utilize the restroom located in the search/shakedown area. Inmates will randomly receive a visual search prior to being allowed to use this restroom.

O. OTHER APPLICABLE REGULATIONS:

Inmate Dress Code: All inmates must wear issued khaki clothing that is clean and in neat condition. Shirts must be worn and must be tucked in. Socks must also be worn. Inmates must be properly groomed and no inmate will be allowed admittance to the visiting areas if his neglect of the ordinary requirements of personal hygiene would offend others.

Inmate Property Authorized: The inmate will not take anything to the visit except necessary items identifiable as: one pair of prescription glasses, one comb, one plain wedding band, one religious medallion and one white handkerchief. Necessary legal

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papers will be permitted during a visit with an attorney if approved in advance as noted in this supplement. Medication, such as nitroglycerine tablets, may be permitted when authorized by the Health Services Administrator. Other types of medications, such as inhalers for asthma patients or required drugs needed on a daily basis may be brought into the Visiting Room and will remain at the officer's desk. Oxygen tanks will be permitted once they have been checked by the Front Entrance Officer and the #1 Visiting Room Officer prior to being brought into the Visiting Room. All items will be logged into the **Visiting Room Inmate Property Log**, maintained by the Visiting Room #3 Officer.

Visitor's Prohibited Items: Visitors are not allowed to take any unapproved items into the Visiting Room. All non-permissible items must remain in the visitor's vehicle in the parking lot. **Cellular phones, two-way pagers and pagers are not authorized.** No food items, chewing gum, or medication are permitted in the Visiting Room, with the exception of nitroglycerine tablets. Prohibited items include but are not limited to the following items: large handbags, umbrellas, instant type photos, photo albums, film, cameras, radios, blankets, television sets, pocket knives, electronic games/toys, personal papers or legal documentation, newspapers, magazines, books, chewing gum, pens, pencils, eating and drinking utensils, thermos sports bottles, sunglasses (except prescription sunglasses), luggage, packages, tape players, tape recorders, are not allowed (see *exceptions for tape recorders under "Attorney Visits"*). A visitor may take a wallet or small, clear change purse with no more than \$20 into the Visiting Room.

Infant Care Items: Infant care items for visitors with infant children will be limited for security reasons. Premixed formula and other liquids or foods in sealed, original containers only will be permitted. Other infant care items will be limited to three (3) clear nursing bottles, three (3) diapers, wet wipes, and one small blanket. Baby powders, ointments, creams, bowls, cups, baby carriers or strollers, etc. are not permitted.

Children may not take in toys, books, cards, dolls, crayons or games, including electronic devices. Diaper bags will be permitted only for visitors with small infants and it must be clear plastic. Mothers who breast feed must have a small blanket or other type of covering to ensure the breast is not

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exposed during nursing.

Pets: Visitors are precluded from bringing animals on institutional grounds, except for dogs that assist persons with disabilities. In such cases, the visitor must provide staff with certification that the dog is trained for that purpose.

Money: Visitors of any type (i.e.: social, lawyer, consulate, etc.) **may not** leave any money for deposit in the inmate's account with either USP/FPC Leavenworth staff or the inmate visited.

- P. **MEALS:** Food items are not permitted to be brought into the institution, except baby bottles filled with formula or milk, which can be brought into the visiting area after having passed a security check with the metal detector and a visual inspection of the contents.

8. **MANAGING DEPARTMENT:** Correctional Services.

N.L. Conner, Warden

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ATTACHMENT A

**United States Penitentiary
Leavenworth, Kansas**

VISITING GUIDELINES

It is the policy of this institution to encourage visiting by family, friends, and community groups to maintain the morale of inmates and to develop closer relationships between inmates and family members or others in the community. Limitations are recognized and controls are established in order to ensure the security and good order of the institution.

Visiting Limitations:

The following limitations on visiting are necessary to maintain a balance between institution security and the purpose of visits. Visits must be supervised to prevent the introduction or passage of contraband, to prevent the planning or continuation of criminal activities and to maintain the security of the institution:

- The visiting point system permits twenty four (24) hours of visiting time per month. Each inmate will be allotted twenty-four (24) points per month which may be used as follows:
- One (1) hour of visiting time equals one (1) point.
- Points do not carry over from one month to another. Each inmate will begin each month with twenty-four (24) points, no exceptions.
- Any portion of the first hour of visiting or any portion of subsequent hours of visiting will be charged as a full hour of visiting time.

Each inmate may list his immediate family members. Visiting privileges may be extended to friends who have had an established relationship with the inmate prior to incarceration. Exceptions to the prior relationship rule may be made, particularly for inmates without other visitors, when it is shown that the proposed visitor is reliable and poses no threat to the security or good order of the institution.

Visitors will not be placed on the approved visiting lists of more than one (1) inmate, unless they are immediate family members of the inmates

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in question.

Inmates will be limited to a total of twenty (20) visitors, ten of which may be friends. Small groups are allowed to visit, however, the maximum number of persons who may visit an inmate at one (1) time is three (3) adults.

Special visits may be authorized for clergy, former or prospective employers, sponsors and parole advisors. These visits are to be approved in the same manner as extra visits and are not charged against the inmate's monthly allotment.

- Visitors are expected to be appropriately dressed. The following restrictions will be adhered to:

Female Dress: No sleeveless shirts or dresses; see-through garments; skin-tight clothing; spandex attire; sweat clothes (designer-type jogging suits are permitted); undershirts worn alone; wraparound skirts; shorts; khakis; camouflage clothing; skirts or dresses with slits that exceed two (2) inches above the knee; or sandals.

Male Dress: No shorts; cutoffs; sandals; tank tops; undershirts worn alone; camouflage or khaki clothing.

Outer coats are not permitted in the Visiting Room. Children may wear khaki colored clothing, shorts and/or sandals.

Children under the age of sixteen (16) may not visit unless accompanied by a responsible adult. Children shall be kept under supervision, at all times, by the responsible adult who brought the children into the institution.

Visitors are subject to search of their person and/or personal property as a condition of allowing or continuing a visit. Inmates entering and leaving the Visiting Room area will be subject to a visual search by staff. The Center Hall Officer will positively identify all inmates with a 3x5 card prior to processing the inmate into the Visiting Room.

An embrace and/or kissing within the bounds of good taste is permitted only at the beginning and the end of the visit. Any other physical contact will not be allowed.

- All visitors over the age of sixteen (16) are required to provide positive

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photo identification to the Visiting Room Officer prior to admission into the visiting room, such as a current drivers license, state issued identification card, INS card, military identification or passport. Any form of unofficial photo identification (credit cards, store cards, school identification, birth certificates, Social Security card, bank cards, etc.) are **invalid** forms of identification. **If a visitor does not present a current identification with a photograph, they will not be authorized to visit.** (Foreign drivers licenses are considered valid proof of identification.) The Visiting Room Officer in charge of processing visitors into the Visiting Room will ensure that a picture is taken of each visitor. These pictures will be kept on file and compared with the visitor's picture identification when they visit again.

Both USP, Leavenworth and FPC, Leavenworth are easily accessible from the metropolitan Kansas City area. Visitors may wish to take I-29 north to the Platte City exit. After taking the exit, turn left and follow the road all the way through Platte City. After crossing the Platte River bridge, a sign will direct the visitor to the Leavenworth turn-off, which is HWY 92. USP, Leavenworth and FPC, Leavenworth is approximately 12 miles west of Platte City on HWY 92. Signs will be posted near both institutions regarding visitor parking.

Each visitor is advised of the following provisions of 18 U.S.C. §1791:

§ 1791. Providing or possessing contraband in prison:

(a) Offense.--Whoever--

(1) in violation of a statute or a rule or order issued under a statute, provides to an inmate of a prison a prohibited object, or attempts to do so; or

(2) being an inmate of a prison, makes, possesses, or obtains, or attempts to make or obtain, a prohibited object;

shall be punished as provided in subsection (b) of this section.

(b) Punishment.--The punishment for an offense under this section is a fine under this title or--

(1) imprisonment for not more than 20 years, or both, if the

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object is specified in subsection (d)(1)(C) of this section;

(2) imprisonment for not more than 10 years, or both, if the object is specified in subsection (d)(1)(A) of this section;

(3) imprisonment for not more than 5 years, or both, if the object is specified in subsection (d)(1)(B) of this section;

(4) imprisonment for not more than one year, or both, if the object is specified in subsection (d)(1)(D) or (d)(1)(E) of this section; and

(5) imprisonment for not more than 6 months, or both, if the object is specified in subsection (d)(1)(F) of this section.

- (c) [FN1] Any punishment imposed under sub-section (b) for a violation of this section involving a controlled substance shall be consecutive to any other sentence imposed by any court for an offense involving such a controlled substance. Any punishment imposed under sub-section (b) for a violation of this section by an inmate of a prison shall be consecutive to the sentence being served by such inmate at the time the inmate commits such violation.

- (d) Definitions.--As used in this section--

(1) the term "prohibited object" means--

(A) a firearm or destructive device or a controlled substance in schedule I or II, other than marijuana or a controlled substance referred to in sub-paragraph (C) of this sub-section;

(B) marijuana or a controlled substance in schedule III, other than a controlled substance referred to in subparagraph (C) of this sub-section, ammunition, a weapon (other than a firearm or destructive device), or an object that is designed or intended to be used as a weapon or to facilitate escape from a prison;

(C) a narcotic drug, methamphetamine, its salts, isomers, and salts of its isomers, lysergic acid diethylamide, or phencyclidine;

(D) a controlled substance (other than a controlled substance referred to in subparagraph (A), (B), or (C) of this sub-section) or an alcoholic beverage;

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(E) any United States or foreign currency; and

(F) any other object that threatens the order, discipline, or security of a prison, or the life, health, or safety of an individual;

(2) the terms "ammunition", "firearm", and "destructive device" have, respectively, the meanings given those terms in section 921 of this title;

(3) the terms "controlled substance" and "narcotic drug" have, respectively, the meanings given those terms in section 102 of the Controlled Substances Act (21 U.S.C. 802); and

(4) the term "prison" means a Federal correctional, detention, or penal facility.

ACKNOWLEDGMENT OF INMATE

I hereby acknowledge the receipt of the Visiting Guidelines. I further acknowledge that it is my responsibility to make each and every visitor approved to visit me at USP Leavenworth aware of the guidelines.

Signature of Inmate / Register No.

Date

Name / Title / Signature of Staff Member

Date

cc: Inmate Central File

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Attachment B

**Federal Prison Camp
Leavenworth, Kansas**

VISITING GUIDELINES

It is the policy of this institution to encourage visiting by family, friends, and community groups to maintain the morale of inmates and to develop closer relationships between inmates and family members or others in the community. Limitations are recognized and controls are established in order to ensure the security and good order of the institution.

Visiting Limitations:

The following limitations on visiting are necessary to maintain a balance between institution security and the purpose of visits. Visits must be supervised to prevent the introduction or passage of contraband, to prevent the planning or continuation of criminal activities and to maintain the security of the institution.

Visiting hours are limited to:

Local:

- Tuesday-Friday: (5:30 p.m - 9:00 p.m.)

Out-of-Town:

- Saturday: (12:00 p.m. - 3:00 p.m.) & (5:30 p.m. - 9:00 p.m.)
- Sunday: (8:30 a.m. - 3:00 p.m.)

Each inmate may list his immediate family members. Visiting privileges may be extended to friends when it is shown that the proposed visitor is reliable and poses no threat to the security or good order of the institution. Visitors will not be placed on the approved visiting lists of more than one inmate, unless they are immediate family members of the inmates in question.

Special visits may be authorized for clergy, former or prospective employers, sponsors and parole advisors. These visits are to be approved in the same manner as special visits.

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- Visitors are expected to be appropriately dressed. The following restrictions will be adhered to:

Female Dress: No sleeveless shirts or dresses; see-through garments; skin-tight clothing; spandex attire; sweat clothes (designer-type jogging suits are permitted); undershirts worn alone; wraparound skirts; shorts; khakis; camouflage clothing; skirts or dresses with slits that exceed two (2) inches above the knee; or sandals.

Male Dress: No shorts; cutoffs; sandals; tank tops; undershirts worn alone; camouflage or khaki clothing.

Outer coats are not permitted in the Visiting Room. Children may wear khaki colored clothing, shorts and/or sandals.

Children under the age of sixteen (16) may not visit unless accompanied by a responsible adult. Children are expected to remain near and be controlled by the adult(s) bringing them. Destructive or loud children will cause termination of the visit. Children may bring in no more than three objects (i.e., school books, play toys, or small games). Items larger than what the child can comfortably carry will be rejected by the visiting room officer. Baseballs, footballs, or any other items to be thrown are not authorized.

Visitors are subject to search of their person and/or personal property as a condition of allowing or continuing a visit. Inmates entering and leaving the Visiting Room area will be subject to a visual search by staff.

An embrace and/or kissing within the bounds of good taste is permitted only at the beginning and the end of the visit. Any other physical contact will not be allowed.

The Camp Visiting Officer must be able to verify the identity of visitors prior to their admission into the institution. The primary source of identification for visitors will be a photo identification. All visitors must present valid identification. Valid identification includes: A valid state drivers license, state issued identification, government identification, passport, or foreign driver's license. All visitors must complete the Notification to Visitor Form.

FPC, Leavenworth is easily accessible from the metropolitan Kansas City area. Visitors may wish to take I-29 north to the Platte City exit. After taking the exit, turn left and follow the road all the way through Platte City.

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After crossing the Platte River bridge, a sign will direct the visitor to the Leavenworth turn-off, which is HWY 92.

FPC, Leavenworth is approximately 12 miles west of Platte City on HWY 92. Signs will be posted near the institution regarding visitor parking.

ACKNOWLEDGMENT OF INMATE

I hereby acknowledge the receipt of the Visiting Guidelines. I further acknowledge that it is my responsibility to make each and every visitor approved to visit me at FPC Leavenworth aware of the guidelines.

Signature of Inmate / Register No.

Date

Name / Title / Signature of Staff Member

Date

cc: Inmate Central File